Federal City Performing Arts Association
Board of Directors Meeting Minutes

Wednesday, November 8, 1995
New York Avenue Presbyterian Church, Washington, DC

DIRECTORS:	Present:	Cohen, de Keyser, Dorr, Gerard, Greenwald, Madigan, Peirce, Perkins, Wheeler, York.
	Absent:	Rosen, Weeks (no proxies assigned).
STAFF:	Monell.	
GUESTS:	Charlie Merk, Mike Milano, Bill Lipsett.	

I. Call to Order

Meeting Called to Order at 6:40 pm by Wheeler.

II. Membership Concerns

Brief discussion was held regarding O'Leary's resignation from the Board effective November 8, 1995 at 6:30 pm upon the Secretary's receipt of the resignation letter.

Perkins moved, Dorr seconded, to move into closed session for the purpose of discussing membership concerns raised by O'Leary in his resignation letter. Monell was invited to participate. Merk and Milano were invited to facilitate discussion.
Unanimous in favor (Madigan not present). Board moved into closed session at 6:43 pm.

Perkins moved, Cohen seconded, to move out of closed session and take a five-minute recess.
Unanimous in favor. Board moved into open session and recess at 8:27 pm.

Meeting called out of recess and guests invited to join at 8:33 pm by Wheeler.

III. Approval of Minutes

Brief discussion was held regarding the minutes. No changes were made.

Cohen moved, Gerard seconded, to approve the October 11 minutes as presented.
Unanimous in favor. Minutes approved.

IV. Business Manager's Report

Dorr presented the Month 4 Report (October) in McClelland's absence (due to extended closed session). Significant highlights include:

- Concert related revenue is significantly ahead of last year at this time ($14,000), but significantly behind this year's budget level by $6,400. The majority of this shortfall is in season ticket sales which are at 242 (budget level is 400).

- Other revenue is behind both this year's budget and last year's actuals (by $2,400 and $3,500 respectively). Much of this shortfall is attributed to Fund Raising with a below budget-level income from phonathon and direct-mail pledges.
- Concert related expenses are under budget by $1,300 primarily in the 'new' and 'photocopying of' music lines.
- General operating expenses are over budget by $3,100 attributable primarily to:
  - $1,800 unbudgeted costs for the unplanned change in the Retreat/Camp location,
  - $425 unbudgeted costs for last-year's year-end party (bills were submitted late),
  - $500 unbudgeted costs associated with office start-up for the new executive director, and
  - $800 unbudgeted other costs.
- Camp, primarily due to increased space rental costs, cost FCPAA $3,200.
- Through Month 4, FCPAA is operating at a loss of $13,300.
- At Month 4 close, we have a cash balance of $20,000, of which $4,800 are members' Tampa deposits. We still "owe" the Money Market Fund $30,000 "borrowed" in September.

Dorr relayed the business manager's concern that most of the additional concerts GMCW and the small ensembles are performing are not paid and that the level for this type of revenue was increased in the current year's budget over last year.

Brief discussion was held regarding the need to closely examine all expenditures. Wheeler urged all committees to tighten belts where ever possible.

Perkins moved, Gerard seconded, to accept the report as presented.
Unanimous in favor. Report accepted.

V. Music Director's Report

Holloway was unable to attend and his report was not given.

VI. Executive Director's Report

Monell presented a status report on his first month on board. Highlights include:

- Significant strides have been made at integrating Monell and GMCW in the community.
  - Formal relationships established with the Cultural Alliance's Executive Director's Roundtable, the Potomac Executive Network, GALA staff, and the Levine staff.
  - Informal relationships started with Human Rights Campaign and the Lesbian & Gay Chorus' Executive Director.
- Dialog with Lisboa Associates, Inc., a market research firm, has been initiated to obtain pro-bono professional assistance in developing a yearlong market research plan. They will provide technical assistance in designing the research tools, statistically appropriate samples, and appropriate methodology.
- GMCW received a WAMMIE (Washington Area Music Excellence) award for Gospel Music - Mass Chorus.

Monell opened a brief discussion about the need to examine FCPAA's directors' and officers' liability insurance coverage.

It was the sense of the board that Monell, in consultation with the Finance Committee, should evaluate various directors' and officers' liability insurance coverage options and bring a proposal to the next board meeting.

Monell informed the Board of an invitation from the White House for Potomac Fever to perform at the White House Conference on HIV/AIDS on December 6. Discussion was held regarding the invitation and PF members' availability.

York moved, Dorr seconded, to approve Potomac Fever's acceptance of the White House invitation to perform at the White House Conference on HIV/AIDS on December 6 as a required concert for members if the date is workable with the members' schedules.
Unanimous vote in favor. Potomac Fever's acceptance approved.

VII. President's Report

Wheeler discussed:

- his pleasure with working with the Board so far and building the high level of trust that is evident among the Board;
- the strides being made at organizing and cataloging the various tasks and duties during this transition year;
- the need to ensure board members follow through on issues/concerns/questions raised by members. He suggested that board members not get stuck acting as middle-men communicating between other people but rather encourage follow-up and discussion with the appropriate parties directly; and
- concerns relating to the location of next-year's GMCW retreat and the work with Monell and Rosen on the issue.

VIII. Finance Committee Report

Dorr reported that David Streit is coordinating efforts at moving FCPAA to a two-year budget planning process for the next cycle to begin this winter.

IX. Marketing Committee Report

Cohen reported on the status of efforts at marketing GMCW's Snowflakes and Stars concert in December and the Chamber Choir concert in November.

Cohen asked for a "status check" on two issues related to marketing efforts:

- FCPAA policy on mailings with the word "gay" or other "out terms" on the outside, such as on a postcard, and
- FCPAA policy on leaving a message on a answering machine with the word "gay" used, such as in the Gay Men's Chorus.

Brief discussion was held regarding these issues, the positions of various board members, and the time and energy levels available at this meeting to further discuss the issues.

It was the sense of the board that further discussion is necessary and appropriate to determine FCPAA Policy regarding the use of "out terms" on the outside of mailings.

It was the sense of the board that the use of "out terms" when leaving a message on an answering machine should be discouraged when the impact of such a use on the intended party is unknown. Instead, the use of simply "the chorus" should be encouraged in such situations.

X. New Business

Gerard reported that Annie's will be the corporate sponsor for the Snowflakes and Stars concert, and that Annie's appreciation night will be Tuesday, December 12, 1995.

Wheeler reported that Board members have been invited to a GALA Board reception on Friday, November 17, 1995.

XI. Health Check

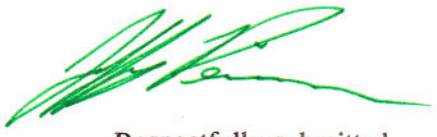
Dorr moved, York seconded, to move into closed session for the purpose of a Board health check. Monell was invited to participate. Merk was invited to facilitate discussion.
Unanimous in favor. Board moved into closed session at 9:19 pm.

Perkins moved, Gerard seconded, to move into open session.
Unanimous in favor. Board moved into open session at 9:27 pm.

XII. Adjourn

There being no further business,

Greenwald moved, Cohen seconded, to adjourn the meeting.
Unanimous in favor. Meeting adjourned at 9:28 pm.



Respectfully submitted,
Jeffrey R. Peirce, Secretary, FCPAA